

160-4-8-.17 CASE MANAGEMENT CONSULTATION FOR AGENCY PLACED TRANSFER STUDENTS.

(1) DEFINITIONS.

(a) **Case Management Consultation (CMC)** – a consultation by a school social worker or case manager in which a process is used to discover whether any transition problems exist and whether any services are necessary for a child placed by the Department of Human Resources (DHR) or Department of Juvenile Justice (DJJ). This process will be utilized each time a DHR- or DJJ-placed child enrolls in a new school.

(b) **Transition services** – services necessary to provide a seamless transition to a DHR- or DJJ-placed child when he or she enters a new school.

(2) REQUIREMENTS.

(a) Each school principal shall designate a school social worker or other staff member to act as case manager. The case manager shall be the point of contact for DHR and DJJ personnel providing five-day advance notification of planned enrollment of a child pursuant to O.C.G.A. § 20-2-133.

(b) Upon notification that a DHR or DJJ child will be enrolled in a school, the case manager shall consult with the student, Division of Family and Children Services caseworker/DJJ counselor, and the parent/guardian/foster parent within five school days to determine whether transition or other services are necessary for the child. The child should be immediately enrolled in accordance with State Board of Education Rule 160-5-1-.28 Student Enrollment and Withdrawal.

(c) If it is determined that transition or other services are necessary upon enrollment, such services may include any of the following.

1. Tour and orientation session
2. Introduction to buddy or peer to facilitate transition
3. Assistance with course selection
4. Referral to SST process
5. Referral to special education
6. Other services as needed, e.g., social services, counseling, community collaboration, parent/guardian meetings, etc.

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(d) Documentation of CMC activities shall be maintained by the case manager in the student's file and shall include the following.

1. Student's name
2. Consultation dates
3. Identification of transition or other services needed
4. Recommended course of action (list of services, referral)
5. Monitoring of student progress
6. Date that services are determined to no longer be needed

(e) **This rule shall become effective beginning with the 2006-2007 school year.**

Authority O.C.G.A. § 20-2-240.

Adopted: October 13, 2005

Effective: School Year 2006-2007